



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: March 7, 2013

SUBJECT: School Meals Administrative Review Guidance, Tools and Forms

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This letter provides information on the new School Meal Programs Administrative Review Guidance Manual, Tools and Forms. The following materials are now available for download on PartnerWeb:

- Administrative Review Guidance Manual
- Administrative Review Tools and Forms

The Administrative Review Guidance Manual contains eight (8) Sections that provide guidance for conducting an Administrative Review for the National School Lunch Program (NSLP), School Breakfast Program (SBP) and other Federal school nutrition programs (e.g., Afterschool Snack Program, Seamless Summer Program, Special Milk Program).

Review form questions and instructions are included in the Administrative Review Tools and Forms, which include the following:

- Off-site Assessment Tool
- On-site Assessment Tool
- Nutrient Analysis and Validation Checklist
- Meal Compliance Risk Assessment Tool
- Dietary Specification Assessment Tool
- Resource Management Risk Indicator Tool
- Resource Management Comprehensive Review
- SFA-1 - SFA Data Summary
- SFA-2 - Eligibility Certification and Benefit Issuance Error Worksheet
- SFA-3 - Other Eligibility Certification and Benefit Issuance Errors Worksheet
- S-1 - School Data and Meal Pattern Errors
- S-2 - Other Meal Claim Errors
- Statistical Sample Generator
- FA-1 - Fiscal Action Workbook Standard (for NSLP and SBP)
- FA-2 - Fiscal Action Workbook Standard with Special Provision (for NSLP and SBP)

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- FA-3 - Fiscal Action Workbook Standard Recalculation with Special Provision (for NSLP and SBP)
- FA-4 - Non-reimbursable Meal Allocation
- Supplemental Afterschool Snack Program Administrative Review Form
- Supplemental Seamless Summer Option Administrative Review Form
- Supplemental Special Milk Program Administrative Review Form

As indicated in a letter published on the PartnerWeb on February 8, 2013, the Food and Nutrition Service is hosting five (5) National training sessions to provide State personnel responsible for conducting administrative reviews for the School Meal Programs the opportunity to obtain essential information on implementing the new review process. We are pleased to announce that registration is now open for these five (5) National training sessions. Please consult the February 8, 2013 letter, *2013 Administrative Review National Training Sessions*, available on the PartnerWeb for more information on how to register for a training session.

Should you have any questions, please contact your Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

Sincerely,



Melissa Rothstein
Acting Director
Child Nutrition Division